



Moving & Storage

Commercial Moving Checklist

Whether you're moving out of a small office or a large one, there are steps you need to take in order to ensure your furniture removal is as efficient and quick as possible.

Nonetheless, if you're organized and you follow the right steps, moving should be nothing more than a breeze. The following checklist will give you a good idea what you'll need to do in order to accomplish the move.

Approximately 4 to 6 Months Prior To Moving

- Construct a list itemizing tasks, this is important to keep track of what you're going to do.
- Pick a move coordinator, choosing a good one will make all the difference. Don't spend any less time on this one than you should.
- Contact a real estate broke, do this if you need to take care of selling or renting your old premises.
- Have a meeting with the building manager.
- Choose a lay out at the new site.
- Decide on a budget make sure you know how much you are willing to spend.
- Pick out the moving day.
- Instruct hired moving employees on plans you want followed.
- See if there is any major tenant improvement needs necessary.
- Pick out contractors again, choosing a good one will make all the difference. Don't spend any less time on this one than you should.
- Acquire permits.
- Have new phone numbers and fax numbers setup for the new site.

Approximately 2 to 4 Months Prior To Move Day

- Hire a professional moving company this one goes without saying; choosing a good one will make all the difference. Don't spend any less time on this one than you should.
- Employ a professional cleaning service.
- Buy labels with your new address.
- Internet access for the new site.
- Assess and upgrade your telephone arrangement.
- Get more phone lines hooked up.
- Get a service for long distance or VoIP.
- Assess server room necessities, if you have a systems administrator on your team, let him or her handle this one.
- Map out a layout for the office space.
- Buy new furniture(s) such as chairs, desk, or cubicles.

Approximately 1 or 2 Months Prior To Moving

- Designate which employee gets what space at the new site.
- Eradicate unnecessary junk and clutter.
- Inform vendors and customers of a new address change.
- Update the company's webpage.
- Get insurance appraisal and quotes for the new site.
- Make arrangements for the copy machine to be moved or purchase a new one.
- Obtain a security and alarm system as well as closed circuit television.
- Get keys and access cards ready.
- Make sure your finances are in order and purchase new checks with the correct address change.
- Build out the new site and office space.

Approximately 1 month Until Moving Day

- Conduct inventory on computers and furniture.
- Lock up possessions that won't be moved in storage facilities.
- Acquire packing supplies for the move.

- Pack items found in common areas.
- Mark all wall pieces and have them moved to the new site.
- Establish your new telephone system and systems furniture at your new site.
- Give out the new phone numbers and extension lines.
- Obtain necessary utilities.
- Alert the post office about your new location is address.
- Buy updated stationary.

Approximately 1 Week Prior To The Move

- Map out the new area.
- Pack up all necessary items.
- Turn off all systems.
- Put proper labels on all boxes according to their respective destinations.
- Back up all the information on the computers.
- Clean out your fridge.
- Examine and scrutinize your new surroundings.
- Keep loading docks and freight elevators.
- Hand out new keys and access cards.
- Don't hold meetings with clients or interviewees ñ this will prevent scaring the potential customers or employees with regard to how messy your establishment really is when they start doing business with you.
- Inform clients about your unavailability.
- Carry out all last-minute chores.
- Delegate employees to guide the movers.

On Moving Day

- Don't have too many employees in either of the 2 offices.
- Make sure there is food ready for everyone who is contributing to the move.
- Hang up coded signs at the new site for the professional moving company.
- Guard the routes frequently used by the movers.
- Bring the plants to your new location.

- Configure a "lost and found" carton.
- Clean the old site thoroughly.
- Gather any old keys and access cards.
- Hang up your office decorations i.e. paintings.

Some of the things listed above may or may not apply to your business. But do the necessary preparation and homework beforehand. Moving can be one of the most frustrating things and like most successes, you'll need a good plan.